CONFIDENTIAL
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REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDS/OC-[illegible]

1. TITLE OF REPORT (if a fill-in report include Form No.)
FOREIGN TDY FORECAST

2. TYPE OF REPORT: X STATISTICAL; NARRATIVE; MACHINE-NAME LISTING

3. FUNCTIONAL AREA: X PERSONNEL; TRAINING; ADMIN. GENERAL; LOGISTICS; SECURITY; OTHER (specify) COMMUNICATIONS; MEDICAL; X FINANCE

4. NO. OF COPIES PREPARED: Three

5. FREQUENCY (weekly, monthly, quarterly, etc.): Annually

6. DISTRIBUTION (No. of components not number of copies): OC-EXA

7. FORMAT (memorandum, form computer print-out, etc): Memorandum

8. ADP PROCESSING: YES; X NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: OC-EXA

10. PREPARING COMPONENT (include lowest level contributing information to report): DC/OC-CS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15	$12.10		1/2 hr.		$6.05		Once a yr.		$6.05
GS-06	$3.75		1/4 hr.		$ .95		" " "		.95

B. COSTS OF COMPUTER PRODUCED REPORTS

					$93.86
		10	TOTAL COSTS PER YEAR		$7.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.